



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE PROGRAM EXECUTIVE OFFICER**  
**ENTERPRISE INFORMATION SYSTEMS**  
(PEO EIS)  
Product Director, Transportation Information Systems (PD TIS)  
200 Stovall Street, Suite 9S23  
Alexandria, Virginia 22332-2700

SFAE-PS-TC

1 June 2012

MEMORANDUM FOR:

SUBJECT: User Background Investigative Requirements for Access to the Product Director, Transportation Information Systems (PD TIS) applications hosted on the TIS Central Management Facility (CMF)

1. In accordance with DoD 5200.2-R, AR-25-2, and AR 380-67, all personnel requesting access to an unclassified sensitive DoD information system must be subjected to a background investigation to establish a level of trustworthiness. For foreign nationals and local nationals, the background investigation must be favorably adjudicated before access is granted to a DoD information system.

2. TIS applications (TC-AIMS II, AALPS, etc.) are designated unclassified Sensitive information systems. The Information Technology (IT) Access Category for non-privileged TIS application users is IT-III. Access category IT-III gives the user non-privileged access to one or more DoD information systems/applications. Users can receive, enter, and/or modify information in an information system/application or database to which they are authorized access. Users have access only to that data/information and those applications/networks to which they are explicitly authorized or have a need-to-know and cannot alter those or other user's authorizations. Personnel requesting access to TIS applications via the CMF will be subjected to the appropriate personnel security investigation as defined in DoD 5200.2-R and AR 25-2.

- ☐ DoD Civilians working in an IT-III position require a National Agency Check (NAC)
- ☐ Military personnel working in an IT-III position require a NAC
- ☐ Contractor personnel working in an IT-III position require a NAC
- ☐ Non-US Citizens\*\* working in an IT-III position require a NAC

\*\* The following extracts from DoD 5200.2-R and AR 25-2 will apply to non-US citizen employees overseas:

**DoD 5200.2-R, Chapter 3, paragraph C3.5.4:**

C3.5.4. Non-US Citizen Employees Overseas. A non-US citizen employed by DoD Components overseas, whose duties do not require access to classified information, shall be the subject of at least the following record checks, initiated by the appropriate Military Department investigative organization prior to employment. These checks and any additional investigation must be consistent with the policy and procedures governing locally hired employees under Status of Forces Agreements.

**DoD components assume responsibility for permitting access to DoD systems, information, material, and areas when an investigation conducted by the host country does not meet the investigative standards of this Regulation.**

C3.5.4.1. Host government law enforcement and security agency checks at the city, state (province), and national level, whenever permissible by the laws of the host government; and C3.5.4.2. CDII/JPAS  
C3.5.4.3. FBI (where information exists indicating residence by the non-US citizen in the United States for one year or more since age 18)

C3.5.4.4. CIA as appropriate

AR 25-2, Section V, Personnel Security

4-14. Personnel security standards, paragraph 4-14 (3) (a), (b), (c)

(3) IT-III

(a) Defined as personnel in IA positions (for example, normal users, power user on individual systems for configuration) with non-privileged level access to ISs and devices.

(b) A favorable review of local personnel, base, and military, medical, and other security records, as appropriate.

(c) Initiation of a NACIC (for civilians) or NAC (for military or contractors), as appropriate or favorable review of SF85P or Supplemental Questionnaire.

3. All organizations requesting access to TIS applications on the TIS Enterprise, must submit documentation verifying that the appropriate investigations have been conducted and have been favorably adjudicated for each individual identified. Acceptable documentation will consist of a memorandum signed by the organization's Personnel Security Officer (attachment 1) verifying that each individual identified has had the appropriate investigation conducted or is being conducted. The memorandum will be attached to a cover letter signed by the organization's Commander (Field Grad Commander) concurring that the investigations were conducted and favorably adjudicated or are in progress.

4. No user will be granted access\* to TIS applications via the TIS Enterprise until the proper documentation has been received and validated by the TIS Personnel Security Officer.

\*Although US civilian personnel, military personnel, and US contractor personnel may be granted interim access while the investigation is in progress, non-US citizen employees will not be given interim access (the investigation must be favorably adjudicated).

5. Any questions concerning this memorandum should be directed to Mr. Charles Taylor, Personnel Security Officer for PD TIS, (703) 428-3791, Email: charles.e.taylor9.civ@mail.mil.

Elissa Zadrozny

Technical Director

Product Director, Transportation Information Systems

Attachment 1 - Sample Visit Authorization Request (VAR)

To be completed on Unit Letterhead Date

Unit Office Symbol

MEMORANDUM for Product Director, Transportation Information Systems (PD TIS)

SUBJECT: Background Investigation

1. References:

a. DoD 5200.2-R, January 1987, DoD Personnel Security Program

b. AR 25-2, November 2003, Information Assurance

c. AR 380-67, Army Personnel Security Program

2. The following individuals work in an IT-UIII position using (insert name of PD TIS application, i.e., TC-AIMS II). An appropriate background investigation (NAC, NACI, or equivalent) has been conducted and favorably adjudicated or is in progress by the investigative authority identified.

Request those individuals be granted access to (name of PD TIS applicant) via the PD TIS CMF.

NAME	GRADE	SSAN/ID#	TYPE/DATE OF INVESTIGATION	INVESTIGATIVE AUTHORITY
Capodicasa, Sofia	U4	112054590	NAC Equivalent/ 01062001	OPM/Carabinieri, Vicenza
Fabien, Donavan	SPC	123456789	NAC/In Progress	CCF
Loya, Michael	GS-12	987654321	NAC/01022000	OPM
Degee, Helmut	UA-05	418-IT-4980	NAC/06052002	OPM